

EXAMPLE CERTIFICATION MEMO

[Date]

In Reply Refer To:

6100 (400) P

Memorandum:

To: National Landscape Conservation System; Division Chief
Attn: Douglas Herrema

From: State Director

Subject: National Landscape Conservation System Fiscal Year 2011 Annual Report

This memorandum is to certify that I have reviewed and approve the following reports posted to the WO-410 SharePoint site on [insert date]: a Fiscal Year (FY) 2011 managers report for the [insert name of each national monument, national conservation area, and similarly designated area]; a FY 2011 state-level wilderness and wilderness study area report; a FY 2011 state-level wild and scenic rivers report; and a FY 2011 state-level national scenic and historic trail report.

If you have any questions, please contact [person's name] at [phone number].